

## **SAINTJOHN'S COMMUNITIES JOB DESCRIPTION**

### **JOB TITLE: HVAC Technician**

**REPORTS TO:** Director of Maintenance

**STANDARD PRECAUTIONS:** Category I

**FLSA CATEGORY:** Non-Exempt-Hourly

**JOB CODE:** 31-1

### **JOB OBJECTIVE:**

Ensures and maintains the facility's HVAC system. Keeps facility in an exceptionally clean, safe, and orderly condition by performing various maintenance tasks on a daily basis and responds to emergency situations according to all State/Federal regulations/codes and Saint John's policies, procedures, practices. Works together with all members of the community to uphold and further the mission, vision, principles and values of the Saint John's Community.

### **KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:**

1. Must have a high school diploma or GED, plus an Associates or Technical degree in HVAC.
2. Must have at least 3 years commercial HVAC experience.
3. Must have the EPA 608 Universal Certification and the R-410A Safety Certification.
4. Must possess OSHA 30 Hour General Industry training or acquire within one year of employment
5. Must have the ability to work with DDC; specifically, Carrier's IVU system.
6. Must have the ability to read blueprints and building specifications.
7. Must have a basic set of hand tools including screwdrivers, hammer, wrenches/sockets, pliers, electrical test meter, files, and handsaw.
8. Must be able to read, speak and write English and read trade drawings and blueprints.
9. Must have and maintain a valid Wisconsin Driver's License.
10. Must demonstrate dependability and excellent communication and problem-solving skills with numerous variables, be honest, exhibit a warm, cheerful, caring manner and be regularly at work, on time, as scheduled.
11. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
12. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.
13. Must demonstrate the ability to comprehend and follow established procedures and be able to multi- task and be able to work independently and perform various duties without close supervision.

### **ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:**

1. Responsible for all commercial and residential equipment including but not limited to: boilers, chillers, cooling towers, pumps, PTACs, air handlers, VAV boxes, exhaust fans and air compressors.
  - A. Preventive maintenance of commercial and residential HVAC Systems
  - B. Diagnose and repair of commercial and residential HVAC Systems
  - C. Dryer vent cleaning
  - D. Acquisition of new HVAC Equipment
  - E. Manage warehousing of PTAC and HVAC parts, and filters
2. Provides instruction and guidance to resident co-workers and other less knowledgeable in HVAC
3. Monitors and controls DDC system for dependable and efficient operation and HVAC systems.
4. Assists with general maintenance and other duties as assigned by the Facilities Manager.
5. Performs security detail; Escorts residents or staff to parking lot upon request, patrols all areas of property, responds to "emergency calls" according to established schedule.
6. Knows applicable codes/regulations and performs all work accordingly, keeps current on changes that

affect this position.

7. Perform all service work with compliance to OSHA standards.
8. Maintain a safe and clean workplace while performing and upon completion of service work.
9. Responds to requests for occasional overtime, call back and off hour response to emergencies. Overtime, off hour response, requests for response to emergencies will be based on the skill/training required to deal with the specific situation. Provides occasional coverage of maintenance personnel on 2<sup>nd</sup> and 3<sup>rd</sup> shifts.
10. Maintains confidentiality of all department and organizational information.
11. Responsible for making daily rounds during the assigned shift on a rotational basis.
12. Assists with snow removal operations.
13. Assures that all resident/client rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
14. Knows and follows existing lines of communication and authority.
15. Works tactfully and cooperatively with residents, clients, families, visitors, staff, and throughout the organization.
16. Attends in-services, meetings, seminars, etc. as directed.

### **Person Centered Care/Professional Integrity and Responsibility**

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

### **WORK SETTING/ENVIRONMENT:**

Work is performed indoors and out. Indoor areas are generally well lighted and clean. Temperature/humidity is controlled by the building's central system with a normal temperature range of 65° to 80°. The exterior varies greatly from season to season: -25° to 100°F with high winds and various amounts of humidity. There is frequent exposure to grease/oil, tight/cramped spaces, dust, hazardous materials, unpleasant noises, smells, bodily injuries, high voltage electrical and/or mechanical hazards and burns.

### **EQUIPMENT USED:**

Hand and power tools/equipment, skidder, hand carts, Code Alert, telephone, cell phone, Simplex panels, enunciator panel, emergency/check-in panel, pen/pencil, radiophone, pager, ladders, salt spreader, carts, gloves, goggles, masks, inventory sheets, various test instruments, 2 way radio, personal computer, Mops, buckets, brooms, dusters, vacuum cleaners, flatbed carts, dollies, buffers, extractors, wet/dry van, face guards, tilt trucks, dumpsters, automatic floor scrubber.

### **PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTION**

**Physical Strength:** Must be able to push/pull/lift/move up to 50 pounds continuously; frequently push/pull objects weighing over 100 pounds and uses mechanical devices or assistance for lifting over 51 pounds.

**Manual Dexterity:** Must be able to continuously use hands, arms for simple grasping, pushing, pulling, frequently use hands, arms for moderately difficult manipulation; occasionally use hands for difficult manipulative

tasks. Must be able to frequently use foot/feet/legs for repetitive tasks.

**Coordination:** Must be able to constantly perform tasks requiring action of muscles or groups of muscles. Must be able to frequently perform tasks which require foot and/or hand-eye coordination and steadiness of motion. Must be able to frequently with stand heights over 16 feet.

**Mobility:** Must be able to continuously walk and stand for prolonged periods. Must be able to frequently squat, and sit for prolonged periods. Must be able to occasionally remain in uncomfortable positions for long periods. Must be able to climb stairs, ladders frequently. Must be able to frequently bend to the floor, lift over shoulders, crawl, kneel and twist up to 1 hour at a time.

**Speech:** Must be able to speak clearly and make self understood in face to face communication, by walkie talkie and by phone.

**Emotional Stability:** Must be able to continuously deal with stress created by responding to emergency situations, multiple tasks/priorities/deadlines, many interruptions, confused/upset residents and working cooperatively as part of a team.

**Vision:** Must be able to see sufficiently to pass the Wisconsin drivers license vision test and read. Must be able to continuously discriminate colors on safety and emergency panels and electrical wiring.

**Hearing:** Must be able to continuously hear normal sounds and voices with some background noise.

**Touch:** Must be able to continuously make assessments of equipment, problems and repairs.

**Smell:** Must be able to continuously make assessments based upon smell such as distinguishing smoke, gas leaks, chemicals, etc.

**Concentration:** Must be able to frequently concentrate on moderate and fine detail with some interruption and occasionally with constant interruption.

**Attention Span:** Must be able to continuously attend to task/function for less than 10 minutes; frequently for 10 to 45 minutes at a time and occasionally for more than 60 minutes at a time.

**Conceptualization:** Must be able to continuously understand and relate to specific ideas one or several at a time. Must be able to understand and relate to concepts behind specific ideas.

**Memory:** Must be able to remember multiple verbal and written tasks/assignments given at beginning of a period extending over long periods of time.

**EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:** Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 08/12/2020